



Administrative Assistant

Posted by Fit4Me Gym

Posting Date : 03-Mar-2025

Closing Date : 30-Aug-2025

Location : Surrey

Salary : \$26.44 Per Hour

Job Requirements

- **Education:** College/CEGEP or equivalent experience
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ4766309

Job Description:

*Schedule and confirm appointments
Manage membership agreement of clients
Answer telephone and relay telephone calls and messages
Answer electronic enquiries*

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: fit4lesspro@gmail.com

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